

Operational and Instructional Standards  
Farm Business Management (FBM) Education

“To provide lifelong learning opportunities in economic and financial management for persons involved in the farming and ranching business”

**Program Operation Guidelines** - Outline the roles and responsibilities between Farm Business Management Programs (AFM), Local Education Agency (LEA), and the State Board for Career Technical Education.

State Board for Career and Technical Education

1. The programs are supervised by the Supervisor for Agriculture Education with the same oversight and responsibility as with secondary Ag Education program across the state.
2. The State Board provides technical assistance, coordination of professional development, and overall program approval for curriculum and funding.
3. The State Board sets the reimbursement rate, which apply to all approved costs of the program as submitted on the annual plan each year.
4. Recommended full time programs enroll a minimum of 40 farms. An appropriate pro rating is done for part time, new programs, distance, ability of instructor, and type of farms.

Local Education Agency (LEA) (School district or College)

1. The operation and overall management of the program are the responsibility of the LEA.
2. The LEA is the fiscal agent for the program and all fiscal matters relating to the program are the responsibility of the LEA.
3. The LEA has overall authority to set budgets, tuition rates for participants, when that tuition is to be paid, and if necessary, collection of past due accounts.
4. FBM programs are designed to operate on a breakeven funding status, by generating tuition funds to cover the total local cost of the program. Any shortfalls between farmer/rancher tuition and the state reimbursement are the responsibility of the LEA.
5. The program falls under the policies of the LEA that includes approving salaries, hiring of staff, travel, and purchasing of supplies or equipment.
6. The LEA is responsible to submit an Annual Plan, and any revisions to that plan each year to receive funding.

Farm Business Management Programs

1. The program is responsible to the farmer/rancher members to provide management education and to utilize financial management software that will enable individual and statewide utilization of information.
2. The FBM program is responsible to furnish the SBCTE all requested information and reports, as well as providing the necessary program and financial information to LEA to enable them to make fiscal and overall management decisions.
3. FBM programs must maintain an advisory committee and the committee must meet a minimum of twice yearly.

Instructional Standards

1. Statewide program objectives are followed that meet local needs and levels of instruction. A current curriculum and enrollment list with addresses are on file with local program administration and the state.
2. A plan is developed and updated yearly for each program with instructional sessions/topics scheduled regularly for groups within the enrollment.

3. A newsletter (or electronic email) is used to communicate with students and others who work with enrollees.
4. Local and regional averages of data are used in the instruction and for community organizations.
5. Client's confidentiality is strictly maintained. A record or log of contacts is kept.
6. Site or on-farm visits follow program curriculum content and are adapted to meet the specific needs of the enrollee and the farm business.
7. A standard business analysis is completed on a minimum of 80% of all farms enrolled and offered for inclusion in the regional and statewide averages.

#### Professional Status and Needs

1. Instructor possesses a four-year agricultural degree and is CTE certifiable. Instructor is adequately prepared to teach goal setting, accounting and records, planning, business analysis, and marketing.
2. Regular participation by instructor in state and national educational in-service activities is strongly recommended to update instructor in using business analysis and other programs that assist enrollees in understanding the farm business.
3. A mentoring program is provided for new instructors entering the profession.

#### Facilities and Equipment

1. Instructor has a private office and access to adequate meeting space.
2. Adequate equipment is available.
3. Storage space is adequate to secure materials and confidential records.

#### Faculty, Administration, and Advisory Board

1. The instructor as a regular faculty member participates in school activities and staff meetings.
2. Teacher maintains open dialogue with administration regarding program funding and activities.
3. Program utilizes a functional advisory committee.
4. Program is actively promoted in the area and community.

#### General Information

1. Enrollment agreements are on file; new enrollees are accepted each year while maintaining majority of existing students.
2. Participant information is adequately maintained in files, copied or backed up.

It is the policy of the North Dakota State Board for Career and Technical Education not to discriminate in its educational programs, activities, or employment policies as required by Final Regulation implementing Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973.

The Board policy does not advocate, permit, nor practice discrimination on the basis of sex, race, color, national origin, religion, age, or disability as required by various state and federal laws. Equal education opportunity is a priority of the North Dakota State Board for Career and Technical Education.